ADUR & WORTHING
COUNCILS

Revenues & Benefits

PO Box 5000, Worthing, BN11 1JN

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Phone: 01903 221061 (Worthing residents)
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Council Tax

Details of occupation

Address of the property (if different)

Your account reference

Your property reference

Date of issue ___/___/___

Please fill in and return this form if you have bought or rented the above property.

Details of occupation

Your name:

Your previous address:

Date your tenancy started: ___/___/___

Date you moved in: ___/___/___

Have you rented the property as furnished or unfurnished?

Name and address of your landlord:

Forwarding address of the previous tenants (if you know):

Number of adults aged 18 years or over moving in:

If you own the property

Your name:

Your previous address:

Date you bought the property: ___/___/___

Date you moved in: ___/___/___

Do you plan to let the property rather than moving in yourself? Yes ❒ No ❒

If Yes, do you plan to let the property as: furnished? ❒ unfurnished? ❒

Did you buy the property with vacant possession (there was no tenant in the property at the time you bought it)? Yes ❒ No ❒

Your address (if different):

Name and address of your solicitors:

Number of adults aged 18 years over moving in:

Forwarding address of everyone leaving the property (if you know):

If you own the property

We will automatically offer you the option of paying by 10 monthly instalments.

Please tick the payment method you would prefer.

Direct debit ❒ If you would like a direct debit form, please tick here ❒
Standing order ❒
Bank giro credit ❒
Post (cheque) ❒

If you prefer, you can pay once or twice a year, on the dates we tell you.
I would like to pay once a year ❒ I would like pay twice a year ❒

Who is liable to pay?

We decide who is to pay Council Tax depending on who is the main occupier of the property.

- If the freeholder lives in the property, he or she is usually liable for the Council Tax.
- If the leaseholder lives in the property, he or she is usually liable for the Council Tax.
- If there is a tenant living in the property, he or she is usually liable for the Council Tax.
- If there is a resident with a licence to live in the property, he or she is usually liable for the Council Tax.
- If none of the above apply, any other resident is liable for the Council Tax.

Empty properties

Properties left empty and unfurnished may be exempt from Council Tax for up to one month.

After this, the full charge will be due.

Properties which are furnished but empty will receive no discount.

Declaration

- I confirm that the information I have given is true and complete.
- I understand that you may use it to maintain Council Tax, Housing Benefit and electoral register records.
- I give you permission to check the information I have given.
- I will let you know immediately if my circumstances change.
- You may be subject to a fine and or prosecution if you give false information.

Your signature:

Print your name:

Your phone number:

Date: / /

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Council Tax. Full details about how your personal data is used are available at www.adur-worthing.gov.uk/council-tax/privacy-notice.